



Job Opportunity Notice

Position: Personnel Clerk
Salary: Range 15, currently \$1,019-\$1,267 semi-monthly, salary commensurate with experience
Benefits: Position receives State benefits including health care, retirement, vacation and sick leave.
Location: Jefferson City, MO
Application Deadline: July 6, 2007

Job Description

The Office of Administration/Commissioner's Office is accepting resumes for a Personnel Clerk position within the Human Resources Office. This position will provide service and assistance in a variety of human resources and payroll areas.

Some of the duties of this position may include:

- Entering various SAM II HR transactions to establish/change employee, position and deduction/benefit information.
- Assisting OA HR contacts, timekeepers and others with various HR/payroll issues and questions.
- Working with OA supervisors and managers through the selections process including pulling certificates, sending letters, etc.
- Working with HR contacts and management to get the necessary information to prepare FMLA (Family and Medical Leave Act) letters.
- Completing forms to establish the appropriate security for employees needing access to SAM II HR, MOBIUS, HR Data Warehouse, etc.
- Serving as OA contact for Workers' Compensation injury reports submitted by OA employees.
- Retrieving information from SAM II, MAIRS, MOBIUS and possibly the HR Data Warehouse.
- Helping the HR Team with a number of other functions including, but not limited to: opening and distributing mail as well as filing correspondence and documents.
- Assisting employees with deductions and benefits enrollments/changes and related issues.

Desired Knowledge, Skills and Abilities

- Experience and knowledge related to SAM II HR functions and transactions.
- Ability and desire to work in a wide variety of HR/payroll subject areas.
- Ability to work closely with a team and with a wide variety of customers (e.g., employees, supervisors, managers and executives, applicants, HR staff from other state agencies and the general public).

Qualifications

(The following entrance requirements are used to admit or reject applicants for merit system examinations, or may be used to evaluate applicants for employment in positions not requiring selection from merit system registers. When applicable, equivalent substitution will be allowed for deficiencies in experience or education.)

Four years of responsible clerical experience, two years of which must have been above the entry level, involving the application of merit system procedures and rules in processing a variety of personnel transactions, including certificate request forms and personnel transaction record forms (PTR's), or equivalent experience in merit system pay administration or other specialized central personnel activities, and possession of a high school diploma or a GED certificate.

To Apply:

Successful applicants must be currently on the Personnel Clerk register under the Missouri Merit System.

Applicants may express interest by submitting a resume, transcript (if applicable) and cover letter by the closing date to:

Human Resources Manager, Office of Administration
PO Box 809
Jefferson City, MO 65102

Resumes and cover letters may also be e-mailed to oa.jobs@oa.mo.gov

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